**Submission Guidelines and Other Important Information**
**2020 Comprehensive Opioid Abuse Program (COAP) National Forum**

**Dates and Location:**
The 2020 COAP National Forum will be held on March 10–12, 2020, at the Hyatt Regency Crystal City at Reagan National Airport in Arlington, Virginia (Washington, DC, area).

**Submission Deadline:**
All proposals must be received on Friday, December 20, 2019, for consideration in the 2020 agenda.

**Session Details:**
All breakout sessions at the COAP National Forum are allotted a total of 75 minutes.  It is recommended that you divide this time between a 55- to 60-minute presentation period and a valuable 15- to 20-minute Q&A engagement opportunity.  If accepted, please make sure that your proposed session is designed to fit within this time frame.  Please note:  Your session may be combined with another applicant's if the content and time frame lend to the pairing (i.e., your presentation best fits into a condensed time block).  You will be advised of this recommendation during the notification process.

**Evaluation Criteria:**
Proposed sessions will be evaluated on (but not limited to):
- Relevance to the 2020 COAP National Forum audience.
- Diversity, quality, and depth of the topic.
- Balance and objectiveness of the topic.
- Qualifications of the proposed faculty.
- The strength of evidence-based data from research or demonstrated results to support the session OR the strength of a highly innovative strategy with promising results.
- Intent to provide details on how to implement successful programs for others to replicate.
- Vendor- and industry-agnostic submission.

**Presentation Terms and Conditions:**
- Presenters agree to waive any honoraria.  Please keep this in mind for budgeting purposes.
- Unfortunately, COAP is **unable to provide reimbursement** for costs associated with participation in this event, including travel, per diem, and accommodations.  Please keep this in mind for budgeting purposes.

**Guidelines for Submission:**
Please be as complete and descriptive as possible to avoid questions during the review round and adhere to formatting guidelines when submitting your proposal, including use of regular sentence formatting (capital letters where necessary, no CAPS LOCK).  This ensures a more efficient review process.  The following is a comprehensive list of the questions asked in the submission process.

- **Presenter Information** (up to four breakout session presenters can be accommodated; the following information will be required for each presenter)
  - Name, credentials/appellations (JD, Ph.D., MS, LCSW), job title, company, address, office phone and/or mobile phone, email address
  - Presenter bio, **up to 150 words**

- **Session Description**
  - Title
    - Do not use abbreviations in your session title.
  - Session Details
    - Session description: **up to 250 words**. If accepted, this description will be used for conference materials. Text only; no images or tables.
    - In the description, include how your presentation is based on established outcomes, a case study, evidence-based data, or a cutting-edge innovation.
    - Ensure that you highlight how your session is relevant for COAP Forum attendees.
  - Learning Objectives
    - Learning objectives are statements that clearly describe what the learner will know or be able to do as a result of attending your educational session.
    - Learning objectives should be observable and measurable.
    - Learning objectives should (1) focus on the learner and (2) contain action verbs that describe measurable behaviors.
      - ❖ "Good" verbs: list, describe, apply, analyze, assess
      - ❖ "Bad" verbs: know, understand, appreciate

**Review Process:**
The COAP Forum Committee will review the proposals and evaluate the diversity, quality, and depth of the topics. Final determination as to which sessions will be selected will not occur until all abstracts have been submitted and reviewed. Notification emails will be sent by the end of January 2020.

**Questions?**
Contact Donna Jean Lindquist at [dlindquist@iir.com](mailto:dlindquist@iir.com). We look forward to seeing you in March!